

Accessing the IRUA Training Module

Step 1 – Getting into the PeopleSoft ELM

Use the URL at this link: <https://hr.gmis.in.gov/Imprd/signon.html>

Step 2 – Finding the 2013 Information Resource Use Agreement (IRUA)

Once you have logged into the PeopleSoft ELM, select [Main Menu](#), [Self Service](#) and then [My Learning](#).

The My Learning page lists your learning activities (see picture below). If you do not see the 2015 version of the IRUA on this list scroll down and click on [All My Learning](#).

Important – Make sure to take the correct version. It will have a date of 2015.

There are likely to be older versions of the IRUA in the training list. One of the common problems reported to the help desk involves users taking an older version of the training by mistake (see red circled example below and next to the red arrows). This leads to confusion when a user feels they've completed the training but the database shows the new version has not been taken. There may be training in your list from 2008, 2009 or 2013 as shown below. These are all old versions.

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Learning > My Learning

New Window ? Help Customize Page http

My Learning

Search Learning Catalog

Select Search Category: [Activities](#) [Catalog Items](#) [Programs](#) [All](#)

Search the Catalog: [Search Activities](#)

[Advanced Search](#) [Browse Catalog](#) [Request New Learning](#)

Title	Type	Status	Date	Action	Launch
Information Resource Use Agreement	Computer-Based Training	Enrolled	02/11/13	Drop	Launch
Sexual Harassment Refresher	Computer-Based Training	Enrolled	08/31/12		
IOT - Information Resource Use Agreement Training	Computer-Based Training	Completed	10/16/08		
IOT_HIPAA	Computer-Based Training	Completed	01/15/09		Launch
IOT - Information Resource Use Agreement Training	Computer-Based Training	Completed	03/03/09		





[All My Learning](#)

[Contact Us](#)

After clicking on All My Learning, you should be able to scan the list and find the new version of the IRUA. The day and month may vary but for all it will be dated with year 15 (2015).

Step 3 – Launching the training module.

Once the correct version is found, click on the “Launch” button to the right of the training.

My Learning		Personalize Find View All  		First  1-5 of 5  Last	
Title	Type		Status	Date	Launch
Information Resource Use Agreement	Computer-Based Training	<input checked="" type="checkbox"/>	Completed	02/19/15	Launch
	Computer-Based	<input type="checkbox"/>			Launch

After clicking “launch” you will see the View Progress page. Here, you will again select “launch”. If you have previously opened the training you might see “Re-Launch”.


Component Name: 2015 IRUA Type: Web-based
Activity: Information Resource Use Agreement Duration: --

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Title	Status	Score	
Course Object title	Not Attempted		Launch

[Return To Activity Progress](#)

Step 4 – Taking the Training

After hitting “launch” a new window will open. This is the training module. For better viewing, make the window full screen by pressing the F11 key. After reading the material, move to the next window by clicking on advance key on the bottom right of the screen.



Information Resources Use Agreement (IRUA) Policy Training

Press **F11** on your keyboard for a full screen view.

Then please either click the Advance button at the bottom of this slide with your mouse, or use your Tab key to highlight the button and press Enter to begin your training.

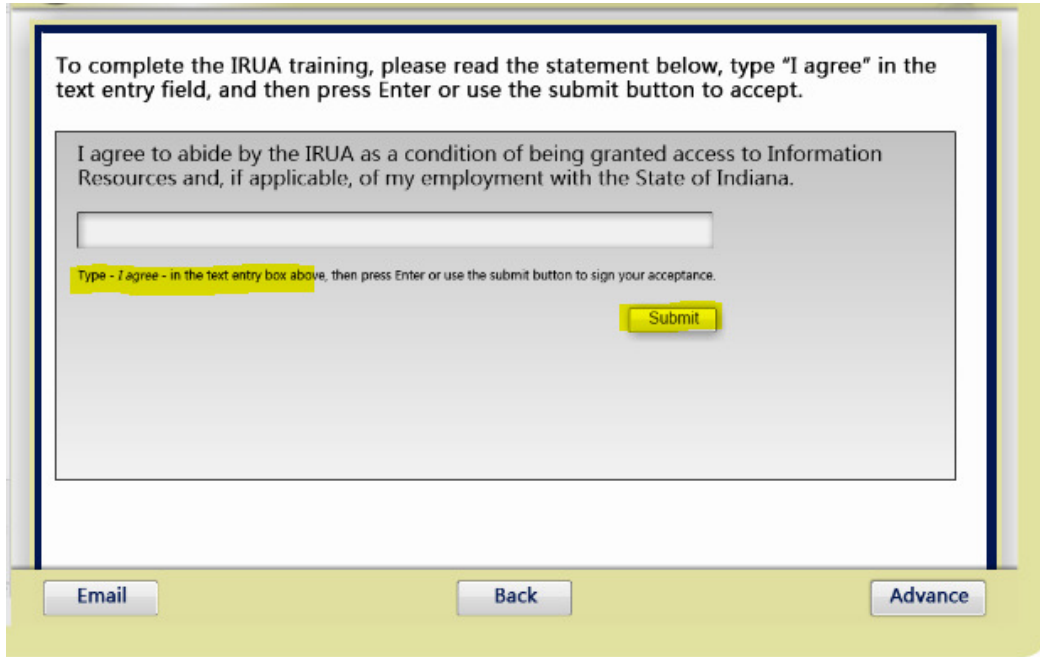
Use the sound icon at the top of each slide if you prefer audio for enhanced learning.

Please now begin by using the Advance button.

Advance

Step 5 – Accepting the Agreement

Near the end of the training, you will accept the agreement by typing **I Agree** and then clicking on “submit” button.



To complete the IRUA training, please read the statement below, type “I agree” in the text entry field, and then press Enter or use the submit button to accept.

I agree to abide by the IRUA as a condition of being granted access to Information Resources and, if applicable, of my employment with the State of Indiana.

Type - I agree - in the text entry box above, then press Enter or use the submit button to sign your acceptance.

Submit

Email Back Advance

Step 6 – Confirming Completion

Once you have clicked the submit button you will move to the next page and be able to confirm that you have completed the training.

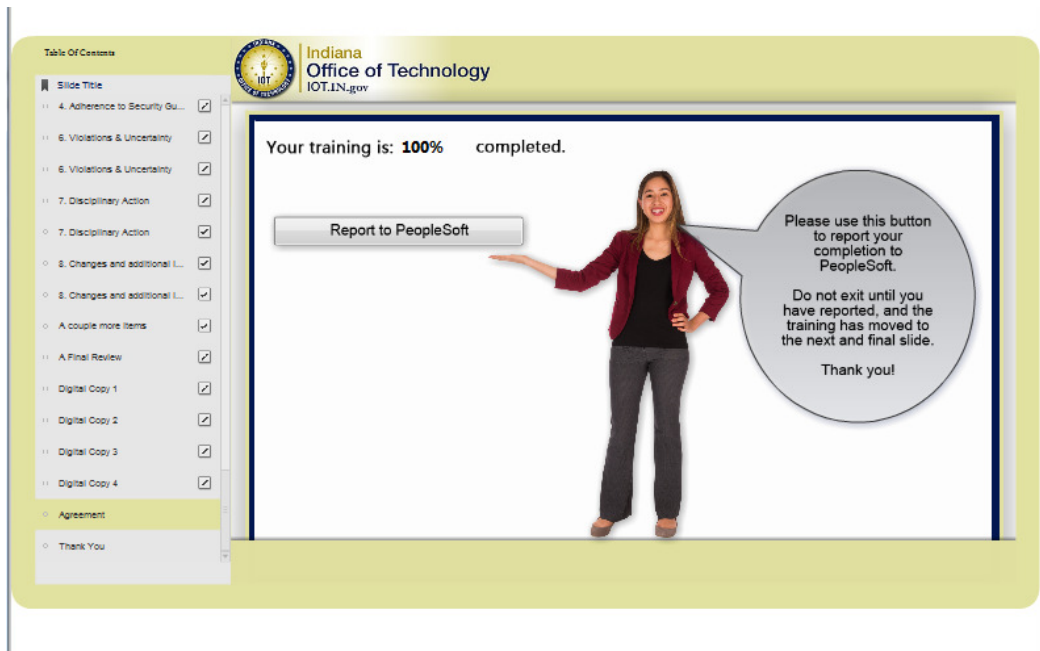


Table Of Contents

- Slide Title
- 4. Adherence to Security Gu... [x]
- 6. Violations & Uncertainty [x]
- 6. Violations & Uncertainty [x]
- 7. Disciplinary Action [x]
- 7. Disciplinary Action [x]
- 8. Changes and additional L... [x]
- 8. Changes and additional L... [x]
- A couple more items [x]
- A Final Review [x]
- Digital Copy 1 [x]
- Digital Copy 2 [x]
- Digital Copy 3 [x]
- Digital Copy 4 [x]
- Agreement [x]
- Thank You [x]

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IOT.IN.gov

Your training is: **100%** completed.

Report to PeopleSoft

Please use this button to report your completion to PeopleSoft.

Do not exit until you have reported, and the training has moved to the next and final slide.

Thank you!

Final Step

Now click on the Exit button and the module will close. You'll be back in the PeopleSoft ELM. You can go into My Learning to confirm that your status is showing "completed" for the training.

The screenshot shows a presentation slide titled "Thank you for your time and attention." The slide is part of a training module from the Indiana Office of Technology (IOT.IN.gov). On the left, a "Table Of Contents" sidebar lists various topics, each with a checkbox indicating completion. The main content area contains a message from a woman, stating that the user has been trained on the terms of the IRUA and that state information security has improved. It instructs the user to consult the IRUA for guidance on data safety and provides instructions on how to exit the training (close browser, click Exit button, or press Enter). A "Please check your training has completed successfully in PeopleSoft." message is also present. An "Exit" button is located on the right side of the slide, and an "Email" button is at the bottom left. A speaker icon in the top right corner indicates that audio is available for the slide.

Table Of Contents

- Slide Title
- 4. Adherence to Security Gu... ☒
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- Digital Copy 3 ☒
- Digital Copy 4 ☒
- Agreement ☒
- Thank You

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Use the speaker icon to activate slide audio if preferred.

Thank you for your time and attention.

You have been trained on the terms of the IRUA and have agreed to abide by those terms. As a result, State information security has improved. Please remember to consult the IRUA for guidance when you encounter concerns about the safety of data or appropriate use.

You may close your browser, click the Exit button, or press your Enter key to exit this training.

Please check your training has completed successfully in PeopleSoft.

Exit

Email